

COUNTY COUNCIL  
OF  
HARFORD COUNTY, MARYLAND

BILL NO. 09-15 (As Amended)

Introduced by Council President Boniface at the request of the County Executive

Legislative Day No. 09-11 Date April 14, 2009

AN EMERGENCY ACT to repeal the Harford County Pay Plan and Classification Plan, Harford County Ordinance No. 08-33, as amended, and to enact a new Harford County Pay Plan and Classification Plan to stand in lieu of the Ordinance repealed; to provide a pay plan for County employees; to further provide for new position plans and salary grades for County classified and exempt employees; all in accordance with Section 603 of the Charter; and to provide that this act shall not be codified in the Harford County Code.

By the Council, April 14, 2009

Introduced, read first time, ordered posted and public hearing scheduled

on: May 12, 2009

at: 7:00 pm

By Order: Barbara J. O'Connor, Council Administrator

**PUBLIC HEARING**

Having been posted and notice of time and place of hearing and title of Bill having been published according to the Charter, a public hearing was held on May 12, 2009, and concluded on, May 12, 2009.

Barbara J. O'Connor, Council Administrator

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. Underlining indicates language added to Bill by amendment. Language lined through indicates matter stricken out of Bill by amendment.

**BILL NO. 09-15**  
**As Amended**

Section 1. Be It Enacted By The County Council of Harford County, Maryland, that Harford County Ordinance No: [07-15] 08-33, as amended, Harford County Pay Plan and Classification Plan, is hereby repealed and that new Harford County Pay Plan and Classification Plan be, and it is hereby, enacted to stand in lieu of the repealed Ordinance, all to read as follows:

**Harford County Classification Plan**

<b><u>Classification</u></b>	<b><u>Grade</u></b>
Accountant I	PT1
Accountant II	PT3
Accountant III	PT5
Accountant IV	MG1
Accounting Clerk I	CA4
Accounting Clerk II	CA5
Accounting Technician I	CA6
Accounting Technician II	PT1
Accounts Payable Supervisor	PT4
Administrative Assistant I	CA5
Administrative Assistant II	CA6
Administrative Budget Technician I	PT1
Administrative Budget Technician II	PT3
Administrative Secretary I	CA6
Administrative Secretary II	PT1
Administrative Secretary III	PT3

**BILL NO. 09-15**  
**As Amended**

1	Administrative Specialist I	PT1
2	Administrative Specialist II	PT2
3	ADMINISTRATOR	MG1
4	[Administrator, Harford Transit	MG1]
5	[Administrator, Office on Aging	MG1]
6	Animal Control Officer I	CA4
7	Animal Control Officer II	CA6
8	Asset Manager	PT5
9	Assistant Council Attorney	MG1
10	Assistant County Attorney I	PT4
11	Assistant County Attorney II	MG1
12	Assistant Manager, Harford Transit	PT4
13	Assistant Secretary of the Council	CA6
14	Assistant Senior Center Manager	PT3
15	Assistant Storekeeper	CA3
16	ASSISTANT SUPERINTENDENT	PT5
17	[Assistant Superintendent, Highways	PT5]
18	[Assistant Superintendent, Plant Operations	PT5]
19	Assistant Supervisor of Custodial Workers	CA6
20	Assistant Supervisor of Revenue Collections	PT2
21	[Benefits Program Manager	PT4]
22	Broadcast Technician	CA5

**BILL NO. 09-15**  
**As Amended**

1	Budget Analyst	PT2
2	Budget Assistant	CA6
3	Building Construction and Repair Supervisor	PT2
4	Building Inspections Supervisor	PT5
5	[Building Inspector I	CA6]
6	[Building Inspector II	PT2]
7	[Building Inspector III	PT4]
8	[Building Maintenance Mechanic I	CA5]
9	[Building Maintenance Mechanic II	PT1]
10	[Building Maintenance Supervisor	PT4]
11	[Building Maintenance Worker I	CA2]
12	[Building Maintenance Worker II	CA4]
13	Bus Driver	CA3
14	CAD Administrator	PT1
15	Cashier - Development Trainee	CA1
16	Cashier I	CA3
17	Cashier II	CA5
18	Central Services Operator	CA3
19	Central Services Specialist	CA5
20	Central Stores Coordinator	CA5
21	Central Stores Manager	PT1
22	Chauffeur-Laborer	CA3

**BILL NO. 09-15**  
**As Amended**

1	Chemist	PT4
2	Chief Animal Control Officer	PT4
3	Chief Construction Inspector	PT5
4	Chief of Parks and Facilities	MG2
5	Chief of Recreation	MG2
6	Chief of Security	[PT2] PT3
7	Chief of Staff	MG3
8	Chief Vertical Inspector	PT5
9	[Chief Water & Sewer Utility Technician	PT4]
10	Chief, Access & Utilities Permits	MG1
11	Chief, Budget & Management Research	MG3
12	[Chief, Building Services	MG1]
13	Chief, Bureau of Accounting	MG2
14	Chief, Bureau of Construction Management	MG1
15	[Chief, Electrical Services	MG1]
16	Chief, Engineering Division	MG2
17	Chief, Environmental Enforcement	PT5
18	Chief, Facilities & Operations Division	MG2
19	Chief, Highways Division	MG2
20	Chief, Housing Services	PT5
21	Chief, Information Systems Division	MG4
22	CHIEF, INSPECTIONS, LICENSES & PERMITS	MG1

**BILL NO. 09-15**  
**As Amended**

1	[Chief, Plumbing Services	MG1]
2	Chief, Property Management	MG1
3	Chief, Solid Waste Management Division	MG2
4	CHIEF, WATER & SEWER	MG2
5	[Chief, Water & Sewer Administration	MG2]
6	[Chief, Water & Sewer Facilities	MG2]
7	[Chief, Water & Sewer Operations	MG2]
8	Civil Engineer I	PT2
9	Civil Engineer II	PT3
10	Civil Engineer III	PT5
11	Civil Engineer IV	MG1
12	Claims Adjuster	PT3
13	Claims Clerk	CA5
14	Clerical Assistant	CA1
15	Clerk - Dispatcher	CA3
16	Clerk Typist	CA3
17	Client Advocacy Services Assistant Manager	PT4
18	Client Advocacy Services Manager	PT5
19	Client Advocacy Services Specialist	PT3
20	Commercial Inspector	PT3
21	Communications Specialist I	CA3
22	Communications Specialist II	CA5

**BILL NO. 09-15**  
**As Amended**

1	Community Resources Coordinator	PT2
2	Computer Operations Supervisor	PT4
3	Computer Operator	CA5
4	Computer Operator Trainee	CA3
5	Computer Records Assistant	CA5
6	Computer Systems Engineer I	PT1
7	Computer Systems Engineer II	PT2
8	Computer Systems Engineer III	PT3
9	Computer Systems Engineer IV	PT5
10	[Construction Inspector I	CA5]
11	[Construction Inspector II	CA6]
12	[Construction Inspector III	PT2]
13	Coordinator for Disabilities	PT2
14	Council Administrator	MG1
15	Council Attorney (Part-Time)	MG3
16	Council Auditor	MG1
17	County Attorney	CB2
18	Crew Chief	PT2
19	CREW LEADER I	CA5
20	CREW LEADER II	CA6
21	Cultural Arts Board Coordinator	PT2
22	Custodial Worker I	LB2

**BILL NO. 09-15**  
**As Amended**

1	Custodial Worker II	CA2
2	Custodial Worker III	CA3
3	Database Administrator	PT4
4	Deputy Chief of Staff	MG1
5	Deputy Chief, Budget & Management Research	MG1
6	Deputy Chief, Management Information Systems	MG2
7	Deputy County Attorney	CB1
8	Deputy Director of Community Services	MG2
9	Deputy Director of Economic Development	MG2
10	Deputy Director of Human Resources	MG3
11	Deputy Director of Inspections, Licenses & Permits	MG3
12	Deputy Director of Planning & Zoning	MG3
13	Deputy Director of Procurement	MG2
14	Deputy Director of Public Works	MG3
15	Deputy Manager, Emergency Operations	MG1
16	Deputy Treasurer	MG3
17	Director of Administration	CB2
18	Director of Community Services	CB1
19	Director of Economic Development	CB1
20	Director of Governmental & Community Relations	CB1
21	Director of Human Resources	CB1
22	Director of Inspections, Licenses & Permits	CB1



**BILL NO. 09-15**  
**As Amended**

1	Director of Parks & Recreation	CB1
2	Director of Planning & Zoning	CB1
3	Director of Procurement	CB1
4	Director of Public Works	CB2
5	Drafting Technician I	CA3
6	Drafting Technician II	CA5
7	Drafting Technician Trainee	CA1
8	Economic Development Associate	PT2
9	[Electrical Inspector I	CA6]
10	[Electrical Inspector II	PT2]
11	[Electrical Inspector III	PT4]
12	Electrician, Water & Sewer Operations	PT2
13	Electronic Services Technician	PT1
14	Engineering Associate I	CA5
15	Engineering Associate II	CA6
16	Engineering Associate III	PT2
17	Engineering Associate IV	PT3
18	Engineering Associate V	PT4
19	Engineering Records Technician	PT1
20	[Environmental Inspector I	CA5]
21	[Environmental Inspector II	CA6]
22	[Environmental Inspector III	PT2]

**BILL NO. 09-15**  
**As Amended**

1	Equipment Operator	CA5
2	Equipment Operator Trainee	CA4
3	Equipment Repair Specialist	CA6
4	Executive Director, HCN	MG1
5	Financial Systems Coordinator	PT3
6	Financial Systems Management Supervisor	PT4
7	Fleet Manager	PT5
8	GIS ANALYST I	PT3
9	GIS ANALYST II	PT4
10	GIS Coordinator	PT5
11	GIS Public Access Technician	PT1
12	GIS TECHNICIAN I	PT1
13	GIS TECHNICIAN II	PT3
14	Grants Administrator	PT4
15	Grants Coordinator	PT3
16	Grants Specialist I	CA6
17	Grants Specialist II	PT1
18	Harford Transit Safety/Training Supervisor	PT3
19	Help Desk Support Specialist	CA5
20	[Highways Maintenance Supervisor	PT4]
21	Housing Inspector	PT1
22	Housing Services Coordinator	PT4

**BILL NO. 09-15**  
**As Amended**

1	Housing Services Counselor	PT2
2	Human Relations Manager	PT5
3	Human Resources Analyst	PT3
4	Human Resources Clerk	CA4
5	HUMAN RESOURCES MANAGER	PT4
6	Human Resources Specialist	PT1
7	Human Resources Technician	CA5
8	INSPECTOR I	CA6
9	INSPECTOR II	PT2
10	INSPECTOR III	PT4
11	Instrumentation Technician	PT2
12	Juvenile Drug Court Coordinator	PT4
13	Laboratory Assistant	CA5
14	Laboratory Technician	PT1
15	Laborer	LB2
16	Land Surveyor	PT4
17	Landfill Supervisor	PT2
18	Legal Assistant I	CA5
19	Legal Assistant II	PT1
20	Legal Assistant III	PT3
21	Legal Clerk	CA3
22	Legal Secretary	CA5

**BILL NO. 09-15**  
**As Amended**

1	Legal Specialist I	CA6
2	Legal Specialist II	PT1
3	Legal Specialist III	PT2
4	Legislative Drafter	PT5
5	Legislative Research Assistant	CA5
6	Legislative Secretary	CA5
7	Licensing Clerk	CA3
8	Litter Control Program Leader	CA4
9	Litter Control Program Supervisor	CA6
10	Long-Term Care Coordinator	PT3
11	Mailroom Clerk-Messenger	CA1
12	MAINTENANCE MECHANIC I	CA5
13	MAINTENANCE MECHANIC II	PT1
14	MAINTENANCE SUPERVISOR	PT4
15	MAINTENANCE WORKER I	CA2
16	MAINTENANCE WORKER II	CA4
17	MAINTENANCE WORKER TRAINEE	LB2
18	Management Analyst	PT4
19	Management Assistant I	PT3
20	Management Assistant II	PT4
21	[Manager, Classification/Employment Services	MG1]
22	Manager, Emergency Services	MG3

**BILL NO. 09-15**  
**As Amended**

1	Manager, Harford Transit	PT4
2	Manager, Senior Center Division	PT5
3	Manager, Substance Abuse & Drug Control Policy	MG1
4	Master Cabinetmaker	CA6
5	Media Specialist	PT3
6	Park Building Maintenance Worker	CA4
7	[Park Maintenance Crew Leader I	CA5]
8	[Park Maintenance Crew Leader II	CA6]
9	[Park Maintenance Mechanic I	CA5]
10	[Park Maintenance Mechanic II	PT1]
11	[Park Maintenance Worker I	CA2]
12	[Park Maintenance Worker II	CA3]
13	[Park Maintenance Worker Trainee	LB2]
14	[Parks & Facilities Maintenance Supervisor	PT4]
15	Permits Clerk	CA3
16	Permits Review Supervisor	PT5
17	Permits Technician	CA5
18	Planner I	PT1
19	Planner II	PT3
20	Planner III (Supervisory or Technical)	PT5
21	Planner IV	MG2
22	Planning & Zoning Division Chief	MG2

**BILL NO. 09-15**  
**As Amended**

1	Planning Assistant I	CA5
2	Planning Assistant II	CA6
3	[Plans Reviewer	PT2]
4	PLANS REVIEWER I	PT2
5	PLANS REVIEWER II	PT4
6	Plant Operations Manager	PT5
7	Plant Operator (Water or Wastewater)	CA6
8	Plant Operator Trainee I (Water or Wastewater)	CA3
9	Plant Operator Trainee II (Water or Wastewater)	CA5
10	PLANT SUPERINTENDENT, WATER & SEWER	MG1
11	[Plant Superintendent, Water & Sewer Facility Maintenance	PT5]
12	[Plant Superintendent, Water or Wastewater Operations	MG1]
13	[Plumbing Inspector I	CA6]
14	[Plumbing Inspector II	PT2]
15	[Plumbing Inspector III	PT4]
16	Pre-Treatment Inspector	PT2
17	Process Engineer	PT5
18	Procurement Agent I	PT1
19	Procurement Agent II	PT3
20	Procurement Agent III	PT4
21	Producer Manager, HCN	PT5
22	Programmer	PT2

**BILL NO. 09-15**  
**As Amended**

1	Programmer Analyst I	PT4
2	Programmer Analyst II	PT5
3	Public Information Assistant	PT2
4	Public Safety Dispatcher I	CA4
5	Public Safety Dispatcher II	CA5
6	Public Safety Dispatcher III	PT1
7	Public Safety Dispatcher, Probationary	CA3
8	Public Safety Hazmat Manager	PT3
9	Public Safety Manager	PT5
10	Public Safety Shift Manager	PT4
11	Public Safety Supervisor	PT2
12	Recreation Specialist I	CA5
13	Recreation Specialist II	PT1
14	Recreation Specialist III	PT3
15	Recreation Specialist IV	PT4
16	Recreation Specialist V	PT5
17	Recycling Program Coordinator	PT2
18	Recycling Program Manager	PT5
19	Revenue Collections Supervisor	PT4
20	Risk Management Assistant	CA6
21	Risk Manager	MG1
22	Road Marking Equipment Operator I	[CA3] CA5

**BILL NO. 09-15**  
**As Amended**

1	Road Marking Equipment Operator II	CA6
2	ROAD MARKING EQUIPMENT OPERATOR III	PT1
3	Safety Inspector	PT2
4	Safety Inspector Trainee	CA6
5	Safety Officer	PT3
6	Secretary I	CA3
7	Secretary II	CA5
8	Secretary, County Executive	PT3
9	Security Guard	CA3
10	Senior Assistant Council Attorney	MG3
11	Senior Assistant County Attorney	MG3
12	Senior Budget Analyst	PT4
13	Senior Center Manager	PT4
14	Senior Center Specialist	PT2
15	Senior Computer Operator	CA6
16	Senior Economic Development Associate	PT4
17	SENIOR ELECTRICIAN WATER & SEWER OPERATIONS	PT3
18	Senior Equipment Operator	CA6
19	Senior Instrumentation Technician	PT3
20	Senior Laboratory Technician	PT3
21	Senior Plans Reviewer	PT4
22	Senior Plant Operator (Water or Wastewater)	PT2



**BILL NO. 09-15**  
**As Amended**

1	Senior Water/Wastewater Facility Mechanic	PT2
2	Shift Supervisor/Plant Operations	PT4
3	Skilled Trade Apprentice	CA3
4	[Special Police Officer	CA5]
5	SPECIAL POLICE OFFICER I	CA5
6	SPECIAL POLICE OFFICER II	CA6
7	Storekeeper	CA4
8	Superintendent of Highways	MG1
9	Superintendent of Laboratories	MG1
10	Superintendent of Parks & Facilities	PT5
11	Superintendent, Water & Sewer Facilities	MG1
12	Supervisor of Central Services	PT4
13	Supervisor of Custodial Workers	PT2
14	Supervisor of Meter Operations	PT5
15	Systems Analyst	PT5
16	Systems Programmer	PT4
17	Telecommunication Specialist I	PT4
18	Telecommunication Specialist II	PT5
19	Telecommunications Coordinator	MG1
20	Telecommunications Engineer I	PT2
21	Telecommunications Engineer II	PT3
22	Trades/Laborer	CA4

**BILL NO. 09-15**  
**As Amended**

1	Traffic Operations Supervisor	PT4
2	Traffic Sign Mechanic I	CA2
3	Traffic Sign Mechanic II	CA4
4	Traffic Sign Mechanic III	CA6
5	Treasurer	CB1
6	Utility Worker I	CA5
7	Utility Worker II	CA6
8	[Vertical Inspector I	CA6]
9	[Vertical Inspector II	PT2]
10	[Vertical Inspector III	PT4]
11	Water & Sewer Accounting Supervisor	PT4
12	Water & Sewer Facilities Maintenance Specialist	PT3
13	[Water & Sewer Maintenance Supervisor	PT4]
14	Water & Sewer Permits Technician	CA5
15	Water & Sewer Utility Crew Chief	PT2
16	Water Meter Mechanic I	CA3
17	Water Meter Mechanic II	CA5
18	Water Meter Mechanic Trainee	CA2
19	Water Meter Technician I	CA6
20	Water Meter Technician II	PT2
21	Water/Sewer Utility Technician I	PT1
22	Water/Sewer Utility Technician II	PT3

**BILL NO. 09-15**  
**As Amended**

1	Water/Sewer Utility Technician III	PT4
2	Water/Sewer Utility Worker I	CA2
3	Water/Sewer Utility Worker II	CA3
4	Water/Sewer Utility Worker III (Certified)	CA6
5	Water/Sewer Utility Worker III (Non-certified)	CA4
6	Water/Sewer Utility Worker IV	PT1
7	Water/Wastewater Facility Mechanic	CA6
8	Water/Wastewater Facility Mechanic Trainee	CA5
9	Web Administrator	PT4
10	Web Designer	PT3
11	Weighmaster/Attendant I	CA2
12	Weighmaster/Attendant II	CA3
13	Weighmaster/Attendant Trainee	CA1
14	Zoning Enforcement Coordinator	PT5
15	Zoning Hearing Assistant	CA6
16	Zoning Hearing Examiner (Part-Time)	PT5
17	Zoning Inspector I	CA6
18	Zoning Inspector II	PT1
19	Zoning Technician	CA5
20	Section 2. Be It Further Enacted, that this act shall not be codified in the Harford County Code,	
21	as amended.	
22	[Section 3. Be It Further Enacted, that, except for employees in pay scales CB1 and CB2, merit	

**BILL NO. 09-15**  
**As Amended**

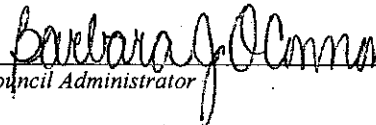
1 increases may be authorized upon completion of the performance appraisal program for county  
2 employees covered by the Pay Plan and Classification Plan. In order for a merit increase, the  
3 employee must achieve a meets standards performance appraisal in the year in which a step increase  
4 is authorized.

5 Section 4. Be It Further Enacted, that a 1% longevity increase will be awarded to any employee  
6 who has achieved 15, 20, 25 or more years of service with Harford County between July 1, 2008 and  
7 June 30, 2009.

8 Section 5.] SECTION 3. Be It Further Enacted, that this Act is hereby declared to be an  
9 emergency act, necessary for the proper operation of the county government, and it shall become law  
10 on the date it is signed by the County Executive; however, payments or benefits shall continue to be  
11 paid under Ordinance [07-15] 08-33, as amended, until [June 13, 2008] JUNE 26, 2009 and no  
12 payments or benefits shall accrue under this act until on or after [June 14, 2008] JUNE 27, 2009.

EFFECTIVE: July 1, 2009

*The Council Administrator does hereby certify that  
fifteen (15) copies of this Bill are immediately available for  
distribution to the public and the press.*

  
\_\_\_\_\_  
Council Administrator

**BILL NO. 09-15**  
**As Amended**

**GOVERNMENT SERVICE PAY SCHEDULE**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
LB1	\$21,400	\$44,450
LB2	\$22,600	\$47,986
CA1	\$23,700	\$51,002
CA2	\$26,200	\$54,142
CA3	\$27,500	\$57,182
CA4	\$30,200	\$62,608
CA5	\$33,100	\$66,290
CA6	\$37,300	\$71,198
PT1	\$39,900	\$76,190
PT2	\$43,900	\$84,032
PT3	\$47,400	\$90,230
PT4	\$52,800	\$97,261
PT5	\$57,700	\$110,115
MG1	\$64,300	\$114,629
MG2	\$71,400	\$118,934
MG3	\$81,000	\$124,862
MG4	\$91,600	\$141,606
CB1	\$91,600	\$141,606
CB2	\$105,700	\$165,464

**BILL NO. 09-15**  
**As Amended**

HARFORD COUNTY BILL NO. 09-15

Brief Title Pay & Classification Plan

is herewith submitted to the County Council of Harford County for enrollment as being the text as finally passed.

**CERTIFIED TRUE AND CORRECT**

Barbara J. O'Connor  
Council Administrator

Date June 2, 2009

**ENROLLED**

Billy Bonifant  
Council President

Date June 2, 2009

**BY THE COUNCIL**

Read the third time.

Passed: LSD 09-19

Failed of Passage: \_\_\_\_\_

By Order

Barbara J. O'Connor  
Council Administrator

Sealed with the County Seal and presented to the County Executive for approval this 3<sup>rd</sup> day of June, 2009 at 3:00 p.m.

Barbara J. O'Connor  
Council Administrator

**BY THE EXECUTIVE**

David R. Craig  
COUNTY EXECUTIVE

APPROVED: Date June 9, 2009

**BY THE COUNCIL**

This Bill No. 09-15 As Amended having been approved by the Executive and returned to the Council, becomes law on June 9, 2009.

EFFECTIVE DATE: July 1, 2009

Barbara J. O'Connor  
Barbara J. O'Connor,  
Council Administrator